

***Iowa State University
Mechanical Contractors Association***

(Revised September 29, 2007)

Preamble

We, the charter members of the Student Chapter of Iowa State University Mechanical Contractors Association, do hereby establish and adopt the following constitution.

Article I. Name

The name of this organization shall be the Iowa State University Mechanical Contractors Association (MCA).

Article II. Purpose & Goals

Section One: The goal of the chapter is to develop and support an interest in the specialty trades of mechanical construction. The student chapter is associated with the Mechanical Contractors Association of Iowa (MCAI) as well as the Mechanical Contractors Association of America (MCAA).

The objectives used to accomplish this purpose shall be to:

1. Promote communication and networking between student members and contractor members.
2. Expand the student members' knowledge of the mechanical industry.
3. Unite and promote fellowship between student members and the professional societies that serve the mechanical industry.
4. Familiarize students, faculty, and administration with the professional character and economic impact of the mechanical industry.

Section Two: Mechanical Contractors Association abides by and supports established Iowa State University policies, State and Federal Laws.

Article III. Membership

Section One: Membership shall be open to all registered students at Iowa State University. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, handicap, or place of residence.

Section Two: To attain active membership, a member must pay dues in the amount as established by the cabinet each semester, attend one MCAI meeting in either Cedar Rapids/Iowa City or one meeting in Des Moines each year, and attend two (2) events (i.e. social, community service, field trips, conferences, or MCAI events).

Section Three: This organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at Iowa State University for the Fall or Spring Semester.

Article IV. Officers

Section One:

Executive Cabinet: As a minimum, the organization must be represented by a President and a Treasurer. At the discretion of the Executive Cabinet, additional positions may be added and or combined. The minimum expectations of each office are outlined below.

Section Two:

Election of Office: Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following requirements:

- (a) Have a minimum grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- (b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- (d) Eligibility of President: To run for the office of President the following criteria must be met.
 1. Have served a previous term on Cabinet (or)
 2. Be a mechanical emphasis as described by the construction engineering curriculum (or)
 3. In the event no one meeting the above qualifications is interested, the position will be open to the general membership.

Section Three:

Term of Office: The term of office will be one full year, from May through April. All officers shall comprise the Executive Cabinet of the organization. The Executive Cabinet shall meet in addition to regular organization meetings. The Executive Cabinet shall appoint such committees that are needed to carry out organization goals.

In the event that a term must be broken, another election will be held to fill the open position for the remainder of the existing term. The election procedures will be followed as outlined in this document or any amendments to it.

Section Four:

Duties of Officers:

- 1) President
 - a. Preside over all meetings
 - b. Represent organization on campus, including councils of organizations (i.e. ESC president meetings)
 - c. Maintain communications with the organization adviser, MCAI, and MCAA as required
 - d. Maintain communications with the CCEE department and update them accordingly for proper documents and marketing materials
 - e. Send e-mail to student chapter 5 days prior to activity date
 - f. Assist in coordination of logistics behind activities
- 2) Vice-president
 - a. Preside of meetings in the absence of the President
 - b. Schedule meetings/events with the appropriate University offices
 - c. Coordinate Field Trip Tours and Community Service Activities
- 3) Secretary
 - a. Maintain an accurate record of all organization meetings and post for members
 - b. Maintain membership directory
 - c. Coordinate organization promotion and publicity of events
- 4) Treasurer
 - a. Maintain accurate record of organization transactions
 - b. Collect dues as set forth by the Cabinet each year/semester
 - c. Cosign organization checks along with the Adviser
 - d. Solicit additional funding if needed from the Student Government
 - e. Coordinate any food purchases, reimbursements, and money transactions
 - f. Attend monthly Engineering Student Council general meetings

Section Five:

Removal of Officers: Officers may be removed by a $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ vote of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Cabinet and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Cabinet regarding the charges.

Article V. Adviser(s)

Section One:

Method of Election / Appointment

- 1) Advisors will be appointed by the chapter
- 2) Election will be confirmed by Iowa State University Construction Engineering Department and the Mechanical Contractors Association of Iowa.

Section Two:

Date(s) for election / Appointment

- 1) Election of an adviser will be done once and continue through the tenure at Iowa State unless the Adviser resigns his/her position due to conflicts.

Section Three:

Duties

- 1) Maintain communication and meet with officer(s) regularly
- 2) Awareness and approval of financial expenditures
- 3) Ensure that the organization is operating in conformity with the standards set forth by the Iowa State University and Student Activities Center

Article V. Finances

- (a) All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 72 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- (b) The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Cabinet. The treasurer shall maintain all financial records and shall countersign with the Faculty Adviser for all organization transactions.
- (c) In the event that the chapter is dissolved, Iowa State University will hold in trust for a period of a minimum of eighteen (18) months all funds of the organization. If the chapter fails to recharter, the monies will be given to the construction engineering department for the use of scholarships of mechanical emphasis construction engineering students as determined by the curriculum. In the event that no such students exist, the money will remain with the department until such students become available.
- (d) Chapter dues will be collected at the beginning of every semester.

